



## Health

### 6.1 Administering medicines

#### **Safeguarding and Welfare Requirement: Health**

North Bushey Pre-school must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

#### **Policy statement**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the pre-school. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Our staff are responsible for the correct administration of medication to children for whom they are the key person. The Pre-school Leader and key worker are responsible for ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person and/or pre-school leader, the pre-school owner/manager is responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy

#### **Procedures**

- Children taking prescribed medication must be well enough to attend the pre-school.

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- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- We do not administer non-prescription medication.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the pre-school leader will check that it is in date and prescribed specifically for the current condition.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - full name of child and date of birth;
  - name of medication and strength;
  - who prescribed it;
  - dosage and time to be given in the pre-school;
  - the method of administration
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted; and
  - Signature, printed name of parent and date.
- The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of a medicine. The medication record book records:
  - name of child;
  - name and strength of medication;
  - name of the doctor that prescribed it
  - the date and time of dose;
  - dose given and method
  - signature of the person administering the medication and a witness who verifies that the medication has been given correctly
  - Parent signature at the end of the day.
- We use the Pre-school Learning Alliance's publication *Medication Administration Record Book* for recording administration of medicine and comply with the detailed procedures set out in that publication.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional or the child's parents, for example an inhaler or epi-pen. This training will be specific to a particular child.

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- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- We monitor the medication record book to look at the frequency of medication given in the pre-school. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

### ***Storage of medicines***

- All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person or pre-school leader is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the pre-school to be administered on a regular or as-and-when-required basis. Key persons and the pre-school leader check that any medication held in the pre-school is in date and return any out-of-date medication back to the parent.

All medication and associated equipment should be placed in a clear zippy bag with the child's full name and instructions enclosed. Any medication must be in its original container and packaging. It will be store in a locked cupboard or in an individual plastic box in the fridge

### ***Children who have long term medical conditions and who may require on on-going medication***

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the pre-school owner/manager and pre-school leader alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the pre-school, understand the routines and activities and point out anything which they think may be a risk factor for their child.

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- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other pre-school activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- An individual health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The individual health care plan should include the measures to be taken in an emergency.
- The individual health care plan is reviewed every six months or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the individual health care plan and each contributor, including the parent, signs it.

### ***Managing medicines on trips and outings***

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure is read alongside the outings procedure.

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### **Legal framework**

- The Human Medicines Regulations (2012)

### **Other useful Pre-school Learning Alliance publications**

- Medication Administration Record (Pre-school Learning Alliance 2017)
- Daily Register and Outings Record (Pre-school Learning Alliance 2018)

This Policy was adopted at a meeting of North Bushey Preschool held on	MAY 2019
Date to be reviewed	MAY 2021 OR SOONER IF CHANGES NEED TO BE MADE
Provider	PRE-SCHOOL OWNER